

EAD Clearing Checklist

Purpose: To ensure that Soldier understands and completes clearing process.

Name: (LAST Name, First Name MI)		Current EAD Unit Name and Address:	
Rank:	DOR:	Home Address:	Home Number:
Transition Center Used for Clearing:			Alternate Number:
Leave Address & Number: (if different than Home Address)		At the completion of this tour I plan on going: (Circle the appropriate item)	
		IRR/IMA	USAR/TPU
		RA	AGR
		ARNG	
		Another EAD Tour	
REFRAD Date:	# Days Terminal Leave:	PSNCO Name/Work #:	Soldiers AKO Email Address:

Remarks	
Date to Start Clearing:	Compute Clearing Start Date: 120 days before ETS the S1 will forward your DA 31 for Terminal Leave, Permissive TDY (if applicable) and EAD Orders/amendments to the post transition point (same as you would on any soldier ETSing from the RA) and the transition point will cut the "REFRAD" orders. Start date of the soldiers out processing should be adjusted depending on the amount of accrued leave (i.e.: 60 days accrued leave + 10 days PTDY +10 days out-processing = 80 days from tour end date). Maximum time that can be allowed is 110 days. The S1 and Transition Center will determine if the soldier is authorized Permissive TDY(IAW AR 600-8-10). (Attach a copy of the orders and leave form to this COMPLETED Checklist and fax it back to SGT Martin). Please ensure that the Date to Start Clearing is filled in by your S1 and you have completed your outprocessing before returning this form to PERSCOM. Fax a copy of DD214 as soon as it is recieved.
Please circle YES or NO. (explain any NO answers in the comments area of this form.)	
I received ETS Physical and was found physically fit for release.	YES NO
I was seen by the post reserve recruiter during out processing.	YES NO
I have made arrangements with transportation for my move home?	YES NO
The post was very supportive of my clearing process?	YES NO
The unit was very supportive of my clearing process?	YES NO

Please take a minute to tell us the positive and or negative things that occurred during outprocessing. If anyone needs special recognition please list their action and where they work so we can thank them.

COMMENTS: Attach separate sheet if needed.

I understand that I upon receipt of my DD214 I must fax a copy to 703-325-4838 ATTN: EAD Branch. PERSCOM will verify that it has been done correctly to prevent future problems.

SM initial if understood

**FAX THIS CHECKLIST WITH THE ABOVE MENTIONED DOCUMENTS TO SSG HARRIS @ HRC, ALEXANDRIA
RCPSSB PERSONNEL ADMIN NCOIC @ (703) 325-4838 DSN: 221-4838 voice #: (703) 325-9097**